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ABSTRACT

Designed to be a "road map," this guide introduces an approach to producing "electronic reports," documents that fuse computer-based methods with traditional research techniques. The guide emphasizes four stages--planning, inquiry, analysis, and expression. The chapter on planning discusses defining objectives, flowcharting, project scheduling, and outlining. The following chapter on inquiry addresses evidence, bibliographies and notetaking, establishing electronic links, electronic searchers, and handling data. The third chapter on analysis discusses evaluating quality, evaluating quantity, and using images. The last chapter on expression addresses fair and legal use, editing and formatting the written report, and oral and electronic presentations. A bibliographic essay is attached. (RS)

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